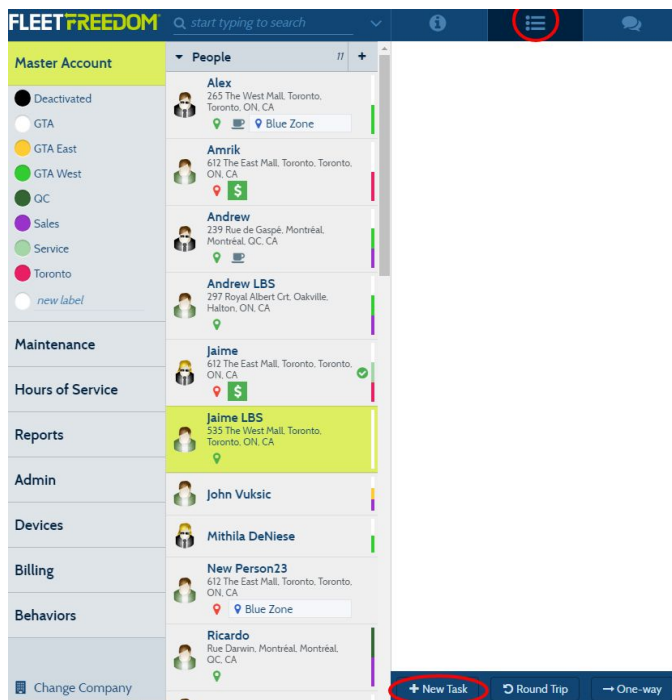


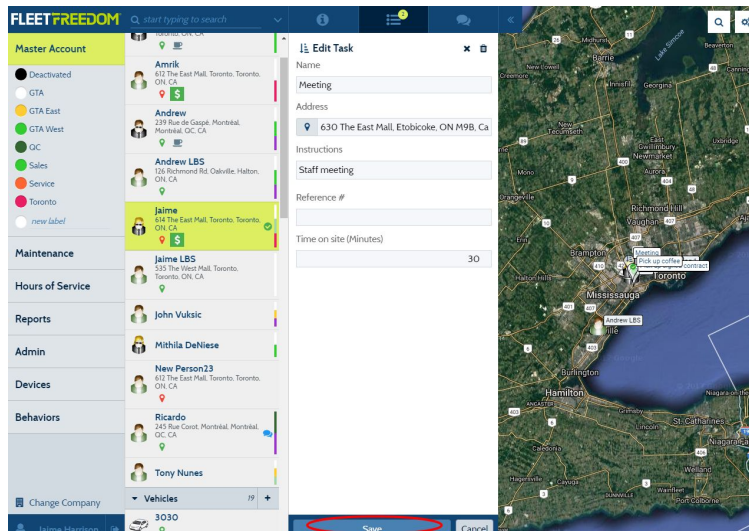


## How to Create Tasks using Dispatch

1. Select Person or Vehicle.
2. Select the Dispatch/Task tab then + New Task



3. Input Task details and Save. Saved dispatches are pushed out to Android, iOS or Garmin devices in the field and arrive as Notifications.



Routes can be optimized based on round trip, avoid tolls and avoid highways. Up to 25 dispatches can be assigned per asset at a time.



If you need assistance with your Account, please contact one of our Customer Service Representatives.

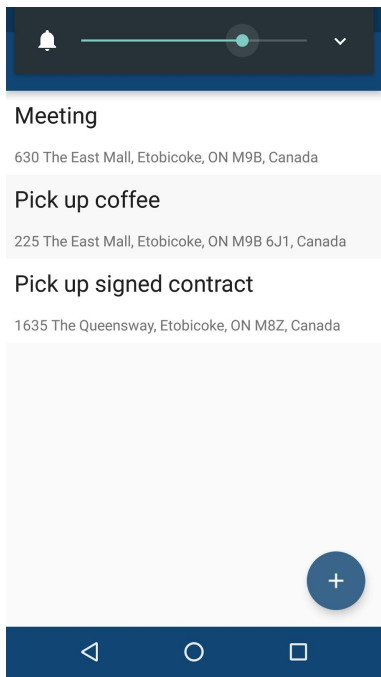
Office Hours: Monday to Friday 9:00 AM - 5:00 PM EST

Fleet Freedom Support Phone Number: 1 (866) 787-2548 Option 2 English or 9 French

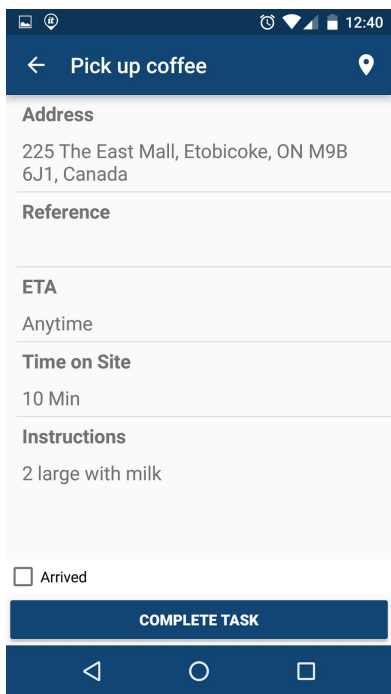
Email: [support@fleetfreedom.com](mailto:support@fleetfreedom.com)



4. Select task from device to open. New tasks appear as notifications.



5. To complete the task, select Arrived check box and Complete Task.



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Email: [support@fleetfreedom.com](mailto:support@fleetfreedom.com)



6. Input Name, any Notes, add signature and select Save.

Complete Task

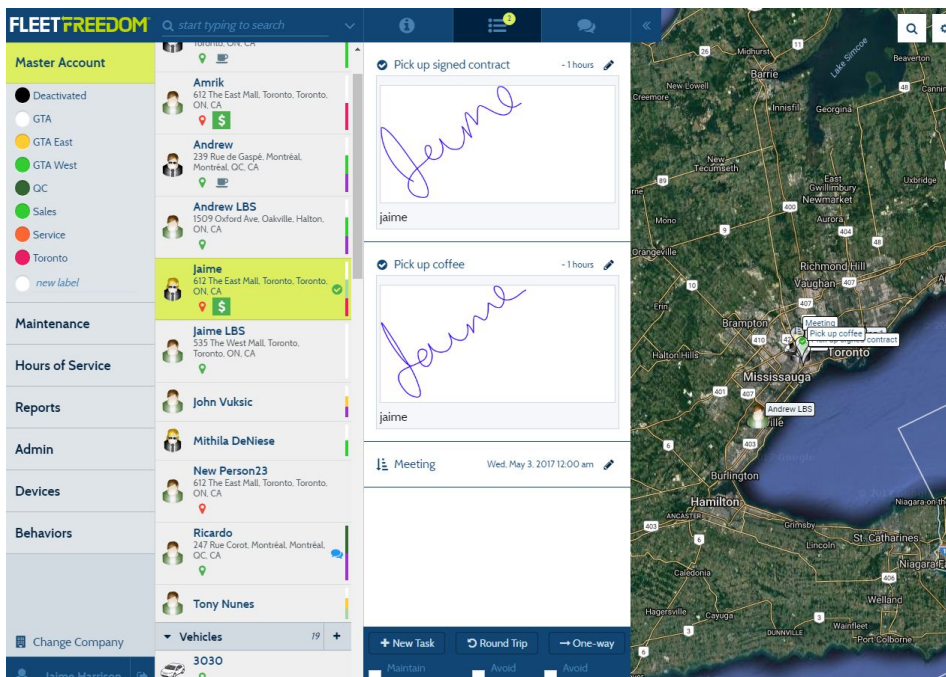
jaime

Enter Notes

jaime

SAVE CLEAR

Live dispatch progress is viewed in Fleet Freedom. Checkmark for completed and signatures are updated in real time.



\*The Fleet Freedom Mobile application will need to be installed if using Mobile Dispatch. A Garmin configuration would need to be applied if using Garmin devices in the vehicle.



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